

**CENTRAL DISTRICT HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING  
January 20, 2006**

**BOARD MEMBERS:** Dr. Martin Gabica, Chair  
Comm. Mary Egusquiza, Vice-Chair  
Steve Scanlin, JD, Trustee  
Russell A. Duke, Secretary  
Comm. Phil Davis  
Betty Ann Nettleton, RN  
Comm. Fred Lawson

**ABSENT:** Jane Young, RN, ND, CRNP

**GUEST:** Kathleen Allyn

**STAFF:** Cindy Trail  
Meghan Muguira  
Donna Mahan  
Dave Fotsch  
Margaret Ross  
Rob Howarth  
Angela Spain

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**CALL BOARD MEETING TO ORDER – Dr. Marty Gabica**

Dr. Marty Gabica, Chair called the Board of Health meeting to order at 1:07 p.m.

**ACTION ON 12/02/2005 MINUTES – Dr. Marty Gabica**

Dr. Marty Gabica asked for a motion on the minutes from December 2, 2005 meeting.

**Motion:** Commissioner Egusquiza moved to approve the minutes as presented for December 2, 2005; Betty Ann Nettleton seconded; no discussion; all in favor; motion carried.

**COMMUNICATION WITH BOARD - Russell A. Duke**

Discussion took place regarding the best form of communication between Russell Duke and the Board. In addition, the decision was made to have more concise minutes in addition to keeping an electronic copy or detailed written minutes.

**TRUSTEE REPORT - Steve Scanlin**

Joint Finance-Appropriation Committee (JFAC)

Mr. Scanlin reported on today's meeting with the Joint Finance-Appropriations Committee. The State provides about 20% of our overall support. It appears we should receive the maintenance budget we requested, which is about \$100,000 more than the governor's budget. Discussion took place regarding why the health districts continue to request a maintenance budget when phenomenal growth continues throughout our counties. Due to the need for more than a maintenance budget, the Board of Health gave their full support to Russ Duke to aggressively seek more funding from JFAC in the fy08 budget process.

#### Idaho Association for the Education of Young Children

Mr. Scanlin introduced a proposal being created for legislation from the Idaho Association for the Education of Young Children that would expand licensing requirements to include all places providing care for two or more children not related to the provider.

If this legislation passes, the health districts will be responsible for inspecting all the newly licensed daycares on an annual basis. The financial burden for the additional workload will be the responsibility of the health district.

#### Annual Idaho Associate of Boards (IAB) meeting

Mr. Scanlin encouraged the Board to attend this year's IAB meeting in Pocatello. The keynote speaker will be Dr. Paul Wiesner from Seattle, Washington.

#### **DECEMBER BUDGET TO ACTUAL - Meghan Muguira**

##### July through December Budget to Actual

The "Budget to Actual" report for July through December was reviewed, comparing fee revenue to the prior two years. Currently Sewage Disposal, Land Development, and Mortgage Survey fees are 25% higher than budget. Overall we are 11% higher than budget in our current fees which reflect flu revenue. Contracts are at 46% due to timing issues. Other revenues are on track with contributions coming in from Senior Nutrition fundraisers.

Under expenditures, we are in good standing with personnel cost with a 1.7% salary savings (\$136,600). Operating cost is very close at 49.8% spent. In Capital, we have restated the budget and have sent out bids for the two hybrid vehicles. Halfway through the fiscal year, we are doing very well and will evaluate the need for a budget revision next month depending on the 3% pay increase decision.

#### **3% CHANGE IN EMPLOYEE COMPENSATION - Russell A. Duke**

The Governor recommended an average 3% CEC (Change in Employee Compensation) increase for State employees this year. Instead of being effective July 1, it will begin January 29 and hit the second pay period in February. The Board was asked to support the Governor's recommendation in conjunction with funding the additional 80% of the cost not covered by the State. The pay increase will be based on merit, differentiating increases based on performance levels. A handout was provided showing the cost to the district: fy06 cost \$57,164 and fy07 cost \$157,589. After further discussion on the past five years' employee compensation, Dr. Marty Gabica asked for a motion to approve the 3% CEC (Change in Employee Compensation) increase.

**Motion:** Mr. Scanlin moved to approve the 3% CEC (Change in Employee Compensation); motion amended by Fred Lawson to approve motion without an increase allotment to the counties in fy07; further discussion; motion denied.

**Motion:** Mr. Scanlin moved to approve original motion to approve the 3% CEC (Change in Employee Compensation); Betty Ann Nettleton seconded; no discussion; all in favor; motion carried.

## **REPORTING STRUCTURE - Russell A. Duke**

The Board moved to approve the new reporting structure based on amending the diagram to reflect that in the absence of the Director, Russell Duke, the Deputy Director, Cindy Trail, will be in charge and vice versa.

Dr. Marty Gabica asked for a motion on the new reporting structure with amendment.

**Motion:** Mr. Scanlin moved to approve the new structure based on the amendment clarifying leadership in the Director's absence; Commissioner Egusquiza seconded; no discussion; all in favor; motion carried.

## **POLICY GUIDELINES - Russell A. Duke**

Mr. Duke presented several different CDHD policies to the Board requesting clarification on policies needing Board approval. Dr. Gabica defined the Board's expectation on policies as follows:

1. Direct financial impact policies – Any policies having a direct financial impact on CDHD and/or members of our community including businesses must be presented before the Board as an action item that requires a motion for approval. Examples: fee policy, tuition reimbursement policy, and nutrient pathogens.
2. High level controversial policies - Any policies that are highly controversial, which may include operating policies, will be brought before the Board due to the potential political implication of implementation. The Board will decide if the controversy warrants an action or be informational only. Example: providing emergency contraception.
3. Exempt Personnel - Any personnel issues regarding the Public Information Officer, Dave Fotsch; Chief Finance Officer, Meghan Muguira; Deputy Director, Cindy Trail; and Director, Russell Duke will need to be brought before Board.
4. General internal policies – Any policies that are internal with no controversy or financial impact to CDHD will not be brought before the Board. Examples: vaccine purchasing policy and dress codes policy.

Dr. Marty Gabica asked for a motion on the guidelines for processing policies.

**Motion:** Commissioner Egusquiza moved that we accept Dr. Gabica's recommendations on the guidelines for processing policies stated; Betty Ann Nettleton seconded; no discussion all in favor; motion carried.

## **SEASONAL FLU AND VACCINE UPDATE - Cindy Trail**

Ms. Trail reported that flu activity is steady in Idaho, but not excessive. We have administered 8,692 dose of vaccine this year in Ada, Boise, Elmore, and Valley County and reallocated approximately 3,100 doses to facilities serving high-risk clients. For the 06-07 flu season, the majority of vaccine will be ordered from Sanofi Pasteur, and we will be placing our order at the end of the month. A small portion of vaccine will be ordered from GlaxoSmithKline.

Dr. Gabica asked that we be proactive by at least researching, if not, developing a policy on the dilute flu vaccine option in case of possible pandemic.

## **Pandemic Influenza Planning Efforts – Rob Howarth**

Mr. Howarth reported on the success of the Sasquatch Pandemic Orientation Exercise on January 11, which Commissioner Phil Davis and Steve Scanlin attended. Mr. Howarth reiterated everyone should rely on their county disaster coordinator in a case of an emergency.

In addition, he provided an update on planning for a pandemic influenza from the federal level to the county level.

**TB UPDATE - Cindy Trail**

Ms. Trail reported that TB cases have increased in 2005 in District IV. CDHD is working with CDC; however, we are unable to determine why the increase this year.

**CULINARY WALKABOUT - Angela Spain**

Angela Spain shared about the Culinary Walk-About, their largest fundraising event, being hold on February 2 from 6:00 to 9:00 p.m. at Boise Centre on the Grove. The cost is \$40 a person. There will be a live and silent auction. Proceeds go to support Central District Health Department Meals on Wheels. This year's net goal is \$20,000.

**EXECUTIVE SESSION ID CODE 67-2345(b) – Board of Health**

Dr. Gabica stated we were now entering into Executive session for the purpose of discussing personnel matters.

**Motion:** Mr. Scanlin moved and Commissioner Egusquiza seconded to go into Executive Session, under Idaho Code 67-2345 (b), for the purpose of discussing personnel matters. By roll call vote individually (Egusquiza, Dr. Gabica, Nettleton, Lawson, Davis and Scanlin); the motion was carried unanimously.

**Motion:** Mr. Scanlin moved under Idaho Code 67-2345 (b) that we come out of Executive Session regarding the discussion of personnel matters. Phil Davis seconded the motion. By roll call vote individually (Egusquiza, Dr. Gabica, Nettleton, Lawson, Davis and Scanlin); the motion was carried unanimously.

**ADJOURN**

Both Commissioner Egusquiza and Commissioner Davis thanked Russell Duke for coming to their county commissioner meetings. Commissioner Davis encouraged Mr. Duke to come again and bring Cindy Trail and Rob Howarth.

Dr. Marty Gabica asked for a motion to adjourn meeting.

**Motion:** Betty Ann Nettleton made a motion to adjourn; Commissioner Egusquiza seconded; all in favor; motion carried. The meeting adjourned at 3:42 p.m.

Respectfully submitted:

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Date:

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Dr. Martin Gabica, Chair

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Russell A. Duke, Secretary